Insert: In alphabetical order, the last name, the Actor's professional name as registered with Actors’ Equity Association (if working under Corp. Name, list it instead).

In Column 4 the type of contract each actor is signed to:
- J = Stock Jobbing
- R = Resident Contract for Stock
- S = Seasonal
- P = Per Performance
- W = Weekly.

All Per Performance contracts must complete Column 5 and 6. Others should complete only if salary differs from contractual. In Col. 6 enter the number of hours an Actor rehearsed each week, and/or in Col. 8 the number of performances the Actor played each week.

In Col. 7 enter the amount of the total gross weekly payment including contractual salary, overtime, vacation accrual, unused sick leave, out of town expenses, expense payments and per diem paid which exceed the contractual minimum limit. Reasons between reported and contractual salary in the Comments section in Col. 12. Vacation pay must be reported for pay period in which it was taken (unused vacation pay may be reported in the report corresponding to the date payment was issued).

Multiply Gross Weekly Salary for all Actors by 2.5%.

EQUITY-LEAGUE PENSION, HEALTH & 401(k) WEEKLY CONTRIBUTION REPORT and ACTORS’ EQUITY ASSOCIATION DUES REPORT

Send the report of Contributions and to the Health, Pension and 401(k) Funds to: 165 W. 46th St., New York, NY 10036 (4th Fl., NY, NY 10036-2501).

SEND REPORT to a maximum of $7500.

1) Payments for Pension and Health Contributions can be paid on one check, made payable to the Equity-League Health Trust Fund. 401(k) contributions are to be issued separately, with the check(s) to be made payable to the Equity-League 401K Trust Fund. Please do not combine any payments to the Funds with initiation fees or dues payments (both of which must be sent to the appropriate regional office of the Actors’ Equity Association—see box on the right).

2) Mail checks for the Funds to: 165 W. 46th Street 14th Floor New York, NY 10036-2501 or by making Electronic ACH Bank Payments.

3) Contribution reports and payments for the Equity-League Pension, Health and 401(k) Funds (PAGE ONE) must be sent from the first rehearsal through the last performances. USING SUNDAY as your WEEK ENDING DATE.

4) Please do not combine more then one show/title or weeks on one report—please use separate reports.

EQUITY LEAGUE ACCOUNTS RECEIVABLE

All Per Performance contracts must complete Column 5 and 6. Others should complete only if salary differs from contractual. In Col. 6 enter the number of hours an Actor rehearsed each week, and/or in Col. 8 the number of performances the Actor played each week.

In Col. 7 enter the amount of the total gross weekly payment including contractual salary, overtime, vacation accrual, unused sick leave, out of town expenses, expense payments and per diem payments made which exceed the contractual minimum limit. Reasons between reported and contractual salary in the Comments section in Col. 12. Vacation pay must be reported for pay period in which it was taken (unused vacation pay may be reported in the report corresponding to the date payment was issued).

Multiply Gross Weekly Salary for all Actors by 2.5%.

In Col. 9 the percentage of salary that the Actor elected to contribute towards his/her 401(k) plan (a minimum of 1% up to a maximum of 18%). The Actor may cancel/change the deferral at any time.

In Col. 10 multiply Total Weekly Pensions Payments in Col. 8, for LORT use column 7 (up to a maximum of $5700 per week) by the amount in Col. 9 and enter the result, up to a maximum of $5700.

In Col. 11 indicate % of any employer contribution to 401(k) plan-say 3% before tax relief & 1% after (Canadians, 9% before tax relief and 5% after with a note that 8% tax relief should be credited).

In Col. 12, explain any differences for pensionable payments from the contractual salary and make any other comments pertaining to exceptions.